

Iowa Board of Mortuary Science
Preceptor Application
Iowa Department of Public Health/Bureau of Professional Licensure

I, _____ Iowa Funeral Director License # _____,

at the _____ Funeral Establishment License # _____,
(Name of Funeral Establishment)

(Address of Establishment) (Including PO Box if applicable) (City, State, Zip) (Office telephone)

hereby certify that _____ has this day
(Name of Purposed Intern)

entered into a contract of employment with me as a Funeral Director Preceptor for the period of one year from the date hereof for the purpose of completing their post-graduate education in Funeral Directing.

I agree to give _____ (name of Intern) my sincere cooperation and supervise the internship as stated in the administrative rules. I will physically be present for the first 5 embalming cases and funeral cases. I will supervise the activity in the preparation room during the embalming of at least 25 cases. I will also supervise at least 25 funeral directing cases. I will attest to the accomplishment by assisting the completion of the individual embalming and funeral directing case reports.

Have you completed the preceptor training as outlined by The Board of Mortuary Science?

☐ Yes ☐ No

Has there been any disciplinary action against your funeral director's license in the past 5 years?

☐ Yes ☐ No

Has there been any disciplinary action against your funeral establishment license in the past 5 years?

☐ Yes ☐ No

Are you supervising other interns?

☐ Yes ☐ No

THIS SECTION IS TO BE COMPLETED IN THE PRESENCE OF A NOTARY PUBLIC

AFFIDAVIT OF APPLICANT: I swear that I am the person referred to in this application for preceptor certification and that the statements herein are each, and all strictly true in every respect. I am aware that if at any time it is disclosed that my application contains any willful misrepresentation or falsification, it may be deemed as fraud and deceit and that, if founded, the Board has the authority to impose disciplinary action.

Preceptor's signature: _____ Date: _____
(To be signed in presence of a notary)

Notary of public signature: _____ Commission expires: _____

Subscribed and sworn to me this _____ day of _____, 20_____.

State of _____ County of: _____

SEAL

Mail the original completed application bearing signature in ink to:

Iowa Board of Mortuary Science
Lucas State Office Bldg., 5th Floor
321 E. 12th Street
Des Moines, Iowa 50319-0075

Initial

645—101.5(147,156) Internship and preceptorship.

101.5(1) Internship.

- a. The intern must serve a minimum of one year of internship under the direct supervision of an Iowa board-certified preceptor. The beginning and ending dates of the internship shall be indicated on the internship certificate. The intern shall engage in the practice of mortuary science only during the time indicated on the internship certificate.
- b. The intern shall, during the internship, be a full-time employee with the funeral establishment at the site of internship except as provided in paragraph 101.5(2) "j."
- c. No licensed funeral director shall permit any person in the funeral director's employ or under the funeral director's supervision or control to serve an internship in funeral directing unless that person has a certificate of registration as a registered intern from the department of public health. The registration shall be posted in a conspicuous place in the intern's primary place of practice.
- d. No licensed funeral director or licensed funeral establishment shall have more than one intern funeral director for the first 100 human remains embalmed or funerals conducted per year, and with a maximum of two interns per funeral establishment.
- e. Registered interns shall not advertise or hold themselves out as funeral directors or use the degree F.D. or any other title or abbreviation indicating that the intern is a funeral director.
- e. The preceptor shall certify that the intern engages in the practice of mortuary science only during the time frame designated on the official intern certificate.
- f. A preceptor's duties shall include the following:
- (1) Ensure the intern completes the training program outlined in 101.5(3);
 - (2) Be physically present and supervise the first five embalming cases, first five funeral arrangements, and first five funeral or memorial services;
 - (3) Familiarize the intern in the areas specified by the preceptor training outline;
 - (4) Read, add appropriate comments, and sign each of the 25 embalming reports and the 25 funeral directing reports completed by the intern;
 - (5) Complete a written six-month report of the intern on a form provided by the board. This report is to be reviewed with and signed by the intern and submitted to the board before the end of the seventh month; and
 - (6) At the end of the internship, complete a confidential evaluation of the intern on a form provided by the board. This evaluation shall be submitted within two weeks of the end of the internship.
- g. Failure of a preceptor to fulfill the requirements set forth by the board, including failure to remit the required six-month progress report, as well as the final evaluation, shall result in an investigation of the preceptor by the board and may result in actions which may include, but not be limited to, the loss of preceptor status for current and future interns or discipline or both.
- h. If a preceptor does not serve the entire year, the board will evaluate the situation; and if a certified preceptor is not available, a licensed funeral director may serve with the approval of the board.
- i. No licensed funeral director or licensed funeral establishment shall have more than one intern funeral director for the first 100 human remains embalmed or funerals conducted per year, and with a maximum of two interns per funeral establishment.
- j. With prior board approval, an intern may serve under the supervision of more than one preceptor under the following terms and conditions:
- (1) A single preceptor must act in the role of the primary preceptor.
 - (2) The primary preceptor is responsible for coordinating all intern training and activities.
 - (3) The intern shall be a full-time employee of the funeral establishment of the primary preceptor; however, compensation may be shared between preceptors.
 - (4) The primary preceptor may make arrangements with a maximum of two additional preceptors to share preceptor responsibilities for such purposes as providing an intern with a higher volume practice or a broader range of intern experiences.
 - (5) Each preceptor shall be individually responsible for directly supervising the intern's activities performed under the preceptor's guidance, but the primary preceptor remains responsible for coordinating the intern's activities and submitting all forms to the board.

101.5(3) Intern training requirements.

- a. The board-approved preceptor shall ensure that the intern is knowledgeable of each of the following items during the internship:
- (1) The requirements of the Federal Trade Commission.

- (2) The requirements of the Occupational Safety and Health Act.
- (3) The requirements of the Americans With Disabilities Act.
- (4) The benefits of the Social Security and Veterans Health Administrations.
- (5) The requirements of Iowa funeral law and forms (for example, preneed in Iowa Code chapter 523A, death certificates and Iowa burial transit permits in Iowa Code chapter 144, authorized person in Iowa Code chapter 144C and the board's laws and rules).
- b. The board-approved preceptor shall ensure that the intern performs each of the following under the preceptor's direct supervision:
 - (1) Assists with or performs a minimum of 10 transfers of human remains.
 - (2) Performs 25 embalmings of human remains to include:
 - 1. Obtaining permission to embalm.
 - 2. Placement of human remains on preparation table.
 - 3. Pre-embalming analysis.
 - 4. Primary disinfection.
 - 5. Setting features.
 - 6. Selection of injection/drainage sites and raising those vessels.
 - 7. Selection and mixing of embalming chemicals and operation of the embalming machine.
 - 8. Injection and drainage methods.
 - 9. Cavity treatment.
 - 10. Suturing techniques.
 - (3) Prepares a minimum of 10 human remains for viewing to include:
 - 1. Dressing.
 - 2. Cosmetizing.
 - 3. Casketing.
 - (4) Assists with cremation procedures to include:
 - 1. Contacting medical examiner.
 - 2. Completing required cremation forms.
 - 3. Preparing remains for cremation.
 - (5) Makes complete funeral arrangements with a minimum of 10 families to include each of the following, as applicable:
 - 1. Presentation of funeral goods, products and services.
 - 2. Presentation of payment options for families.
 - 3. Contacting third-party suppliers of goods and services, such as clergy, cemetery personnel, outer burial container provider, crematory, florist, and musicians.
 - 4. Completing the obituary.
 - 5. Presentation of general price list and associated price lists.
 - 6. Preparation and presentation of statement of funeral goods and services.
 - (6) Coordinates, at a minimum, 10 visitations to include:
 - 1. Preparing the chapel, visitation room or other facility.
 - 2. Setting up floral arrangements.
 - 3. Setting up register book and memorial folders or prayer cards.
 - (7) Directs a minimum of 25 funerals or memorial services to include, as applicable:
 - 1. Greeting funeral attendees.
 - 2. Assisting casket bearers.
 - 3. Preparing for funeral procession.
 - 4. Driving a vehicle in procession.
 - 5. Assisting at graveside committal.
 - 6. Transporting flowers.
 - 7. Coordinating with officiant and family.

[**ARC 9239B**, IAB 11/17/10, effective 12/22/10; **ARC 1274C**, IAB 1/8/14, effective 2/12/14]